

<b>Eastern ROP 3: ACCESS TO EVIDENCE STORAGE</b>		Page 1 of 2
<b>Division of Forensic Science</b>		Amendment Designator:     A
<b>Eastern Laboratory’s Regional Operating Procedures</b>		Effective Date:   22 Apr 2004
<b>ROP 3: Access to Evidence Storage</b>		
<b>1 Purpose</b>		
This ROP documents the personnel authorized to access the Eastern Laboratory’s evidence storage vault and the sectional administrative evidence storage areas.		
<b>2 Reference</b>		
Quality Manual, Section 20, Evidence Handling, ¶ 20.8.5		
<b>3 Laboratory’s Evidence Storage Vault</b>		
The following persons are authorized access to the Laboratory’s evidence storage vault and the evidence receiving area to receive, store, transfer and return evidence. The alternates are to act in the absence of or assist the Forensic Evidence Specialists.		
Forensic Evidence Specialist II	CF411	
Forensic Evidence Specialist I	CF557	
Forensic Evidence Specialist I	WF121	
Regional Forensic Laboratory Director	CF137	(Alternate)
Forensic Scientist VI Supervisor, Toxicology	CF019	(Alternate)
Forensic Scientist IV Supervisor, Controlled Substances	CF023	(Alternate)
<b>4 Sectional Administrative Evidence Storage Areas</b>		
The Laboratory Director or designee will assign keys to the Section Supervisor for their administrative storage areas and will be responsible for their use. The following listed persons are authorized access to the designated Section administrative evidence storage areas and have the authority to receive, store, transfer and return evidence stored therein.		
<b>4.1 Firearms and Toolmarks Section</b>		
Forensic Scientist IV Supervisor	CF112	
Forensic Scientist III	CF547	
Forensic Scientist II	CF613	
Forensic Scientist II	CF675	
Forensic Scientist II	CF683	
Forensic Laboratory Specialist III	CF574	
<b>4.2 Latent Prints Section</b>		
Forensic Scientist IV Supervisor	CF611	
Forensic Scientist II	CF612	
Forensic Laboratory Specialist III	WF120	
<b>4.3 Photography</b>		
Forensic Scientist IV Supervisor	CF611	
Forensic Laboratory Specialist IV	CF616	
<b>4.4 Forensic Biology Section</b>		
Forensic Scientist IV Supervisor	CF272	
Forensic Scientist III	CF147	

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Forensic Scientist III	CF606	
Forensic Scientist II	CF025	
Forensic Scientist II	CF607	
Forensic Scientist II	CF636	
Forensic Scientist II	CF637	
Forensic Scientist II	CF648	
Forensic Laboratory Specialist III	CF489	
Forensic Laboratory Specialist III	CF575	
<b>4.5 Trace Evidence Section</b>		
Forensic Scientist IV Supervisor	CF668	
Forensic Scientist II	CF614	
<b>4.6 Toxicology Section</b>		
Forensic Scientist VI Supervisor	CF019	
Forensic Scientist I	CF645	
Forensic Laboratory Specialist III	WF112	
<b>5 Individual Evidence Lockers</b>		
5.1 The Laboratory Director or designee will assign a section's personal evidence locker keys to the Section Supervisor.		
5.2 Each Section Supervisor will be responsible for the keys to all personal evidence lockers in his/her section, will assign the keys to members of his/her section, and will maintain a record of key assignment.		
5.3 Each examiner will be assigned one or more personal evidence lockers.		
<b>6 Refrigerators and Freezers</b>		
Section Supervisors are responsible for the control of keys to refrigerators and freezers that contain evidence, material derived from evidence or controlled substance standards. These refrigerators and freezers, except those located in the laboratory's evidence vault, will remain locked at all times and only unlocked when material is transferred into/out of them.		
◆ End		